



Memorandum

City of Auburn
Community Development Department

To: Mayor and City Council Members
From: Reg Murray, Senior Planner
Date: March 11, 2013
Subject: HDRC Operations & Procedures Annual Review 2013

The Issue

Informational item only.

Conclusions and Recommendations

No action is required.

Background

The City of Auburn revised the historic design review provisions of the Auburn Municipal Code in November, 2004. As part of the 2004 revisions, a provision (§159.495(D) below) was included for the Historic Design Review Commission (HDRC) to review its operations and procedures at least once each year and make any recommendations to the City Council.

(D) *Annual review.* The Historic Design Review Commission shall, at least once per year, conduct a review of its operations and procedures, and make recommendations to the City Council for improvements thereof.

This review provides the Commission with the opportunity to consider how it conducts its business and whether any changes are warranted (e.g. the Commission recently expressed interest in meeting on a regular basis (at least once a month), instead of on an as-needed basis).

The HDRC conducted its first formal review of its operations and procedures on February 7, 2012 and determined that the existing procedures were satisfactory and made no recommendations for change.

The HDRC conducted its current annual review on February 19, 2013. The Commission decided that they should: a) review and better understand their Powers and Duties as provided with §159.496 of the AMC; and, b) meet on a regular basis (instead of "as-needed" to consider project proposals) to be proactive and stay current on historic issues. The HDRC began moving forward with both objectives on March 5, 2013 when the Commission started its review of their powers and duties. No formal action is required for this item unless the City Council wishes to provide specific direction to the HDRC.

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